

SSIR Quick Start Guide

This SSIR Quick Start Guide is designed to provide the SSIR user with abbreviated step-by-step directions for quickly accessing DCV data for school divisions or schools. For important background information and full directions detailing the SSIR Web site's many features, please refer to Sections 2, 3, and 4 of the *SSIR User Guide*. (<https://p1pe.doe.virginia.gov/pti>)

Step 1. Go to the “Charts and Reports” Section



On the SSIR Web page (<https://p1pe.doe.virginia.gov/pti/>), go to the bottom of “Charts and Reports” (right side) and select “Refine Selection.” The “Chart Selection” page with multiple drop-down menus will appear (see below).

Step 2. Chart Selection.

The default selection is “All” in each menu box. The “All” selection will produce statewide data. To make individualized selections drill down to the specifics in each menu box. To make a single selection, highlight the single item. To make multiple selections, hold down the CTRL key and highlight all items desired. Each menu box has specific criteria as indicated below.

School Year-- Select one or more of the 5 school years offered.

Region Name--Select up to

two Superintendent's regions.

Division Name - School divisions or regional centers/programs are listed alphabetically. Select one or two.

School Type -- Select type (s) of schools.

School Name -- Twenty or fewer schools may be selected. Schools are listed alphabetically. If a school division and school type were selected, only the schools matching the selected criteria will be shown.

Offense Category -- Select one offense category, or retain the default of “All”.

Offense Type -- Select up to eight offense types per offense category; or select default “All” to choose any offense in any category.

Discipline Type -- One or more discipline types may be selected, or select the default “All”.

Time Element -- One or more time types may be selected.

Chart Selection

School Year: All, 2003-04, 2004-05, 2005-06

Region Name: (Max 2) All, Region I - East Central, Region II - Eastern Shore, Region III - Northern Neck of the Chesapeake Bay

Division Name: (Max 2) All, A. Linwood Holton Governor's School, Accomack County, Albemarle County

School Type: All, Combined, Elementary, High

School Name: (Max 20) All, A. Henderson Elementary, A. Linwood Holton Governor's School, A. P. Hill Elementary

Offense Category: (Max 1) All

Offense Type: (Max 8) All, Alcohol - (AL1), All other Violations - (OT1), Arson - (AR1)

Discipline Type: All, Expulsion, Long-Term Suspension (Out-Of-School), Modified Expulsion To Suspension

Time Element: All, During the regular school day, In transit on the way to or from school, Non-school sponsored activity outside school hours

At the end of the **Chart Selection** the user will be able to decide on the type of chart data desired. The **Chart Selection** with the chart types only appears if the “Refine Selection” is chosen from the “Charts and Reports” before making any selections.

☐ Offense Frequency ☐ Disciplinary Outcome
☐ Student Offender ☐ Non Student Offenses
☐ Incident Frequency ☐ Repeat Offender

Step 3. SAMPLE: Making your Selection

School Year Select: **2007-2008 and 2008-2009**

Region Name Select: **“All”**

Division Name Select: **Alexandria and Arlington**

School Type Select: **High**

School Name Select: **T.C. Williams High and Washington-Lee High**

Offense Category Select: **“All”**

Offense Type Select: **Alcohol (AL1), Bullying (BU1), Bringing a Knife (WP5) .**

Discipline Type Select: **“All”**

Time Element Select: **“All”**.

Type of Report Select: **Offense Frequency**

Chart Selection

School Year: 2005-06, 2006-07, **2007-08**, 2008-09
 Region Name (Max 2): All, Region I - East Central, Region II - Eastern Shore, Region III - Northern Neck of the Chesapeake Bay
 Division Name (Max 2): Appomattox County, Appomattox Regional Governor's School, **Arlington County**, Augusta County
 School Type: All, Combined, Elementary, **High**
 School Name (Max 20): Local Or Regional Jail, **T.C. Williams High**, Wakefield High, Washington-Lee High
 Offense Category (Max 1): All
 Offense Type (Max 8): All, **Alcohol - (AL1)**, All other Violations - (OT1), Arson - (AR1)
 Discipline Type: All, Expulsion, Long-Term Suspension (Out-Of-School), Modified Expulsion To Suspension
 Time Element: All, During the regular school day, In transit on the way to or from school, Non-school sponsored activity outside school hours

☒ Offense Frequency ☐ Disciplinary Outcome
☐ Student Offender ☐ Non Student Offenses
☐ Incident Frequency ☐ Repeat Offender

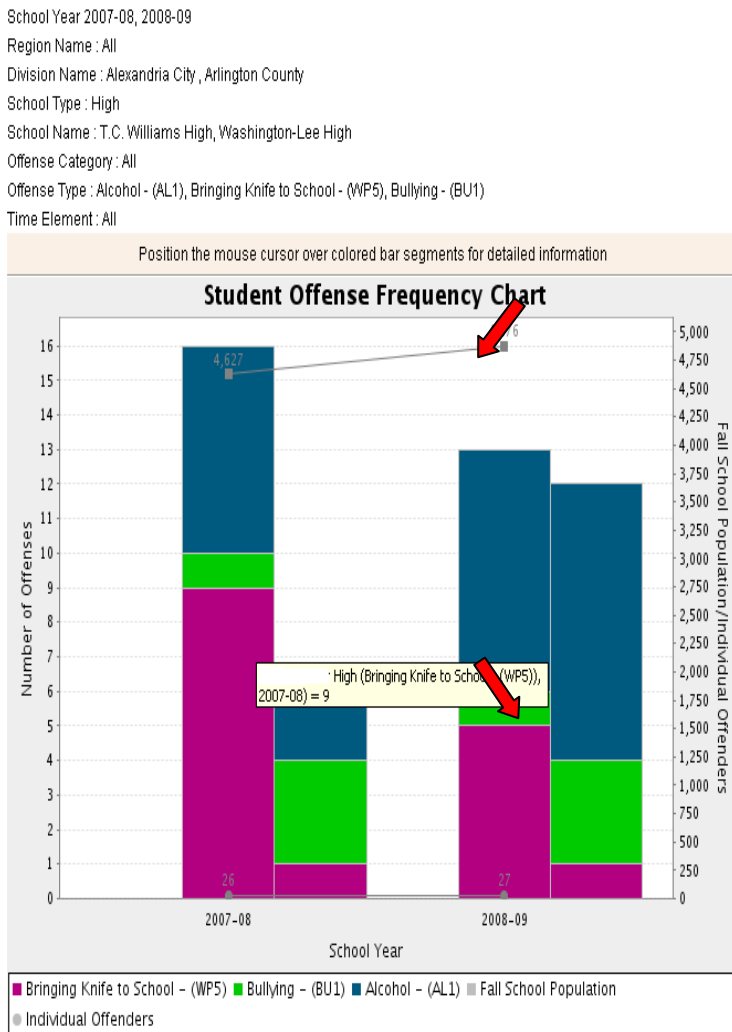
Step 4. Result of Sample Viewed in Chart and Report Format

[View PDF Report](#) [View CSV Report](#) [Click here to refine your selection](#)

The SSIR user will see a chart with a separate bar for each school selected for each school year selected. Bars are color-coded to show the different categories of offenses being reported. Below the chart is a legend showing the color codes.

There are two different scales, one on each side of the chart. The scale on the left side reflects the number of offenses shown in the color-coded bars. The scale on the right shows the school student population and the number of individual offenders. This coincides with the superimposed trend lines with light grey squares and circles on the chart. The light grey line with squares at the top of the chart represents the total school population; the light grey line with circles represents the number of individual offenders.

Using the mouse, the SSIR user can place the cursor over each segment of the graph and a **text box** explaining the segment will appear. The features demonstrated in this **offense chart** are standard. In addition to the chart a report (see below) is produced to match the chart data.



School Year	Population	Individual Student Offenders	Focus Offense WP5	Focus Offense BU1	Focus Offense AL1	Total
School Type : HIGH						
2007-08	2867	16	9	1	6	16
2008-09	3010	13	5	1	7	13

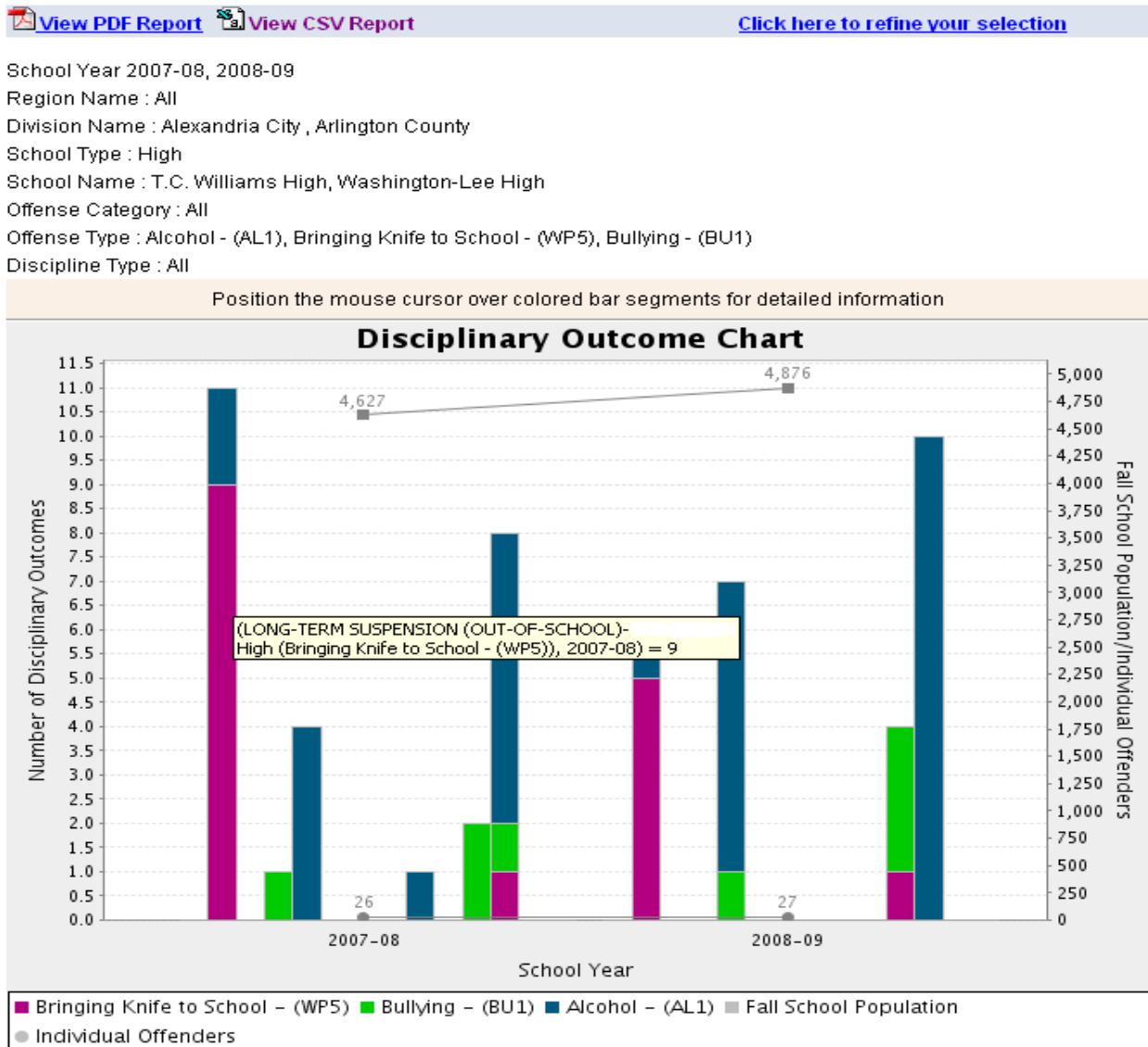
School Year	Population	Individual Student Offenders	Focus Offense WP5	Focus Offense BU1	Focus Offense AL1	Total
School Type : HIGH						
2007-08	1760	11	1	3	2	6
2008-09	1860	14	1	3	8	12

Step 5. Download charts and data tables.

The SSIR Web site will generate a downloadable report, in PDF or in CSV format, for any data displayed. The CSV format opens in an Excel spreadsheet. These reports may be displayed as a bar chart or as a table chart format. To generate any report, select the “[View Report](#)” link in the bar at the top of any chart being displayed.

 [View PDF Report](#)  [View CSV Report](#) [Click here to refine your selection](#)

An example of a Disciplinary Outcome Report for bullying, alcohol, and possession of a knife is illustrated below.



The final page of a report illustrates the totals for the requested data in chart format.

Printed on Mon Dec 14 08:27:33 EST 2009

Virginia Department of Education
Safe Schools Information Resource
Student Disciplinary Outcome Report

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School Year	Population	Individual Student Offenders	Focus Offense WP5	Focus Offense BU1	Focus Offense AL1	Total
City Public Schools: High School Type : HIGH						
Expulsion						
2007-08	2867	0	0	0	0	0
2008-09	3010	0	0	0	0	0
Long-Term Suspension (Out of School)						
2007-08	2867	11	9	0	2	11
2008-09	3010	6	5	0	1	6
Modified Expulsion to Suspension						
2007-08	2867	0	0	0	0	0
2008-09	3010	0	0	0	0	0
None						
2007-08	2867	1	0	1	0	1
2008-09	3010	0	0	0	0	0
Short-Term Suspension (Out of School)						
2007-08	2867	4	0	0	4	4
2008-09	3010	7	0	1	6	7
Special Ed Interim Placement-Officer						
2007-08	2867	0	0	0	0	0
2008-09	3010	0	0	0	0	0
Special Education Interim Placement-LEA						
2007-08	2867	0	0	0	0	0
2008-09	3010	0	0	0	0	0
School Year Population Individual Student Offenders Focus Offense WP5 Focus Offense BU1 Focus Offense AL1 Total School Type : HIGH						
Expulsion						
2007-08	1760	0	0	0	0	0
2008-09	1866	0	0	0	0	0
Long-Term Suspension (Out of School)						
2007-08	1760	1	0	0	1	1
2008-09	1866	0	0	0	0	0
Modified Expulsion to Suspension						
2007-08	1760	0	0	0	0	0
2008-09	1866	0	0	0	0	0
None						
2007-08	1760	2	0	2	0	2
2008-09	1866	4	1	3	0	4
Short-Term Suspension (Out of School)						
2007-08	1760	8	1	1	6	8
2008-09	1866	10	0	0	10	10
Special Ed Interim Placement-Officer						
2007-08	1760	0	0	0	0	0
2008-09	1866	0	0	0	0	0
Special Education Interim Placement-LEA						
2007-08	1760	0	0	0	0	0
2008-09	1866	0	0	0	0	0

The example below is a CSV file that opens as an Excel Report

Virginia Department of Education										
Safe Schools Information Resource										
Student Disciplinary Outcome Report										
Printed on Mon Dec 14 08:38:45 EST 2009										
School Year	2007-08, 2008-09									
Region Name :	All									
Division Name :	Alexandria City , Arlington County									
School Type :	High									
School Name :	T.C. Williams High, Washington-Lee High									
Offense Category :	All									
Offense Type :	Alcohol - (AL1), Bringing Knife to School - (WP5), Bullying - (BU1)									
Discipline Type :	All									
Division Name	School Type	School Name	Discipline Type	School Year	Population	Individual Student Offenders	Focus Offense WP5	Focus Offense BU1	Focus Offense AL1	Total
Alexandria City Pub	HIGH	T.C. Williams High	EXPULSION	2007-08	2867	0	0	0	0	0
Alexandria City Pub	HIGH	T.C. Williams High	EXPULSION	2008-09	3010	0	0	0	0	0
Alexandria City Pub	HIGH	T.C. Williams High	LONG-TERM S	2007-08	2867	11	9	0	2	11
Alexandria City Pub	HIGH	T.C. Williams High	LONG-TERM S	2008-09	3010	6	5	0	1	6
Alexandria City Pub	HIGH	T.C. Williams High	MODIFIED EXF	2007-08	2867	0	0	0	0	0
Alexandria City Pub	HIGH	T.C. Williams High	MODIFIED EXF	2008-09	3010	0	0	0	0	0
Alexandria City Pub	HIGH	T.C. Williams High	NONE	2007-08	2867	1	0	1	0	1
Alexandria City Pub	HIGH	T.C. Williams High	NONE	2008-09	3010	0	0	0	0	0
Alexandria City Pub	HIGH	T.C. Williams High	SHORT-TERM	2007-08	2867	4	0	0	4	4
Alexandria City Pub	HIGH	T.C. Williams High	SHORT-TERM	2008-09	3010	7	0	1	6	7
Alexandria City Pub	HIGH	T.C. Williams High	SPECIAL ED IN	2007-08	2867	0	0	0	0	0
Alexandria City Pub	HIGH	T.C. Williams High	SPECIAL ED IN	2008-09	3010	0	0	0	0	0
Alexandria City Pub	HIGH	T.C. Williams High	SPECIAL EDU	2007-08	2867	0	0	0	0	0
Alexandria City Pub	HIGH	T.C. Williams High	SPECIAL EDU	2008-09	3010	0	0	0	0	0
Arlington County Pu	HIGH	Washington-Lee Hi	EXPULSION	2007-08	1760	0	0	0	0	0
Arlington County Pu	HIGH	Washington-Lee Hi	EXPULSION	2008-09	1866	0	0	0	0	0
Arlington County Pu	HIGH	Washington-Lee Hi	LONG-TERM S	2007-08	1760	1	0	0	1	1
Arlington County Pu	HIGH	Washington-Lee Hi	LONG-TERM S	2008-09	1866	0	0	0	0	0
Arlington County Pu	HIGH	Washington-Lee Hi	MODIFIED EXF	2007-08	1760	0	0	0	0	0
Arlington County Pu	HIGH	Washington-Lee Hi	MODIFIED EXF	2008-09	1866	0	0	0	0	0
Arlington County Pu	HIGH	Washington-Lee Hi	NONE	2007-08	1760	2	0	2	0	2
Arlington County Pu	HIGH	Washington-Lee Hi	NONE	2008-09	1866	4	1	3	0	4
Arlington County Pu	HIGH	Washington-Lee Hi	SHORT-TERM	2007-08	1760	8	1	1	6	8
Arlington County Pu	HIGH	Washington-Lee Hi	SHORT-TERM	2008-09	1866	10	0	0	10	10
Arlington County Pu	HIGH	Washington-Lee Hi	SPECIAL ED IN	2007-08	1760	0	0	0	0	0
Arlington County Pu	HIGH	Washington-Lee Hi	SPECIAL ED IN	2008-09	1866	0	0	0	0	0
Arlington County Pu	HIGH	Washington-Lee Hi	SPECIAL EDU	2007-08	1760	0	0	0	0	0
Arlington County Pu	HIGH	Washington-Lee Hi	SPECIAL EDU	2008-09	1866	0	0	0	0	0

Reports can be printed and/or downloaded and saved using Print and Save functions of Adobe Acrobat Reader or Excel.

To begin a new series of selections, go to the "Charts and Report" menu and select "Refine Selection". A refreshed Chart Selection page will appear.

SSIR users are strongly encouraged to:

- Read the *SSIR User Guide*.
- Spend time on the SSIR Web site becoming familiar with its features and comfortable in accessing data of interest.